

Login screen using your User Id and Password. If you do not know your User Id and Password, click on the button Click Here to Get One.

(Screen 1)

The screenshot shows a Microsoft Internet Explorer browser window with the address bar set to <http://dev/Joel/>. The page content is for the South Carolina Commission on Higher Education, displaying its name in large green letters, followed by the address "1333 Main St, Suite 200, Columbia, SC 29201" and phone/fax numbers "Ph: (803) 737-2260 Fax: (803) 737-2297". Below this, a message states "If you did not get your User Name and Password:" followed by a blue button labeled "Click Here to get one". A login form is centered, consisting of two input fields: "Username:" and "Password:", each with a corresponding text box. Below the form is a "Login" button. The browser's status bar at the bottom shows "Done" and "Local intranet".

Single click on the appropriate link for the report you would like to submit. (Screen 2)

The screenshot shows a Microsoft Internet Explorer browser window with the address bar set to <http://dev/Joel/CreditReport.asp?InstName=Aiken%20Technical%20College>. The page content is for the South Carolina Commission on Higher Education, displaying its name in large green letters, followed by the address "1333 Main St, Suite 200, Columbia, SC 29201" and phone/fax numbers "Ph: (803) 737-2260 Fax: (803) 737-2297". Below this, a message states "Welcome **Aiken Technical College**, Please click on the link that you would like to send Data to SCCHE". Three blue underlined links are listed: "[CHE REPORT 14a CREDIT HOURS REPORT CREDIT HOURS COVERED IN S59-111-15 \(Employee\)](#)", "[CHE REPORT 14b CREDIT HOURS GENERATED OUTSIDE OF SOUTH CAROLINA](#)", and "[CHE REPORT 14c CREDIT HOURS FOR RESIDENTS SIXTY YEARS OF AGE RECEIVING FREE TUITION](#)". The browser's status bar at the bottom shows "Done" and "Local intranet".

A screen will come up confirming your selection. Single click on the link to go to the following screen and to continue.

Enter your name in respondent section. Enter your phone number and email address. Choose the semester and year of the data you are sending. Click on the Submit button. (Screen 3)

The screenshot shows a Microsoft Internet Explorer window with the title "South Carolina Commission On Higher Education 1333 Main St - Microsoft Internet Explorer". The address bar displays "http://dev/Joel14a/SenderInfo.asp?InstName=Aiken%20Technical%20College". The search bar contains "Coke Museum, Atlanta". The main content area has an orange background and displays the following text:

South Carolina Commission On Higher Education
1333 Main St, Suite 200
Columbia, SC 29201
Ph: (803) 737-2260 Fax: (803) 737-2297

CHE REPORT 14a - CREDIT HOURS REPORT - CREDIT HOURS COVERED IN S59-111-15 (Employee)

Respondent: Ph:
Email:

Institution Name: **Semester:** **Year:**

Aiken Technical College Spring 2002

Submit

The "Submit" button is highlighted with a red border. The status bar at the bottom shows "Done" and "Local intranet".

If you have already entered data for a specific report, screen 3 will not be displayed.

On the next screen a form appears for you to enter the credit hours. Click in each field that you need to enter values. The totals across each row and down each column calculate automatically. Once you have entered all your data for this report check your totals and then click on the Submit button.

(Screen 4)

South Carolina Commission On Higher Education
 1333 Main St, Suite 200
 Columbia, SC 29201
 Ph: (803) 737-2260 Fax: (803) 737-2297

CHE REPORT 14a - CREDIT HOURS REPORT - CREDIT HOURS COVERED IN S59-111-15

Respondent: Tester Ph: 000-0000 Email: test@test.com
Institution Name: Aiken Technical College Semester: Spring Year: 2002

6/3/2002 3:40:19 PM

Discipline	Remedial	Lower Division Hours	Upper Division Hours	First Professional Hours	Graduate (1) (Master) Hours	Graduate (2) (Doctors) Hours	Total
0100 Agricultural Bus & Prod	0	0	0	0	0	0	0
0200 Agricultural Sciences	0	0	0	0	0	0	0
0300 Forestry Conserv. & Nat. Res.	0	0	0	0	0	0	0

Done Local intranet

To modify or add to an existing report click on the institution name that corresponds with the report that needs to be changed.

To add data for another semester, click on “[Would you like to add Data for 14a Credit Hours Report?](#)” and Screen 3 will be displayed. Then after completing Screen 3, Screen 4 would be displayed.

(Screen 5)

Credit Hours Checking - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print

Address <http://dev/3oe/14a/Check.asp?InstName=Aiken%20Technical%20College> Go Links

Google Search Web Search Site PageRank Page Info Up Highlight

Data Entered Sofar for **14a Credit Hours Report** from **Aiken Technical College**

Inst Name	Semester	Year	Respondent	Discipline
Aiken Technical College	Fall	2002	Korrapati	0300 Forestry Conserv. & Nat. Res.
Aiken Technical College	Fall	2002	Korrapati	0500 Area & Ethnic Studies
Aiken Technical College	Fall	2002	Korrapati	0800 Marketing Operations
Aiken Technical College	Spring	2002	eee	1200 Personal & Misc. Services
Aiken Technical College	Spring	2002	eee	1500 Engineering-related Tech
Aiken Technical College	Spring	2002	gjkjhjljk	0400 Architecture

[Would you like to add Data for 14a Credit Hours Report?](#)

Local intranet

If you need to submit other reports (14a, 14b, or 14c) click on Go Back and repeat the same process for each report. If you have changes to the report you just completed you can click on Go Back .

(Screen 6)

